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ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE

Meeting to be held November 13th, 2014 from 2 - 3:30 p.m. in Champ Hall

AGENDA

- Information Items
 - Purpose of the Academic Standards Subcommittee of the Educational Policies Committee:
The Academic Standards Subcommittee: (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise. (Policy 402.12.6(7))
 - Membership: 2014-15
 - Scott Bates, Chair, Emma Eccles Jones College of Education & Human Services
 - Douglas Fiefia, ASUSU
 - Thomas Fronk, College of Engineering
 - Stephanie Hamblin, Advising
 - Dawn Kirby, College of Humanities & Social Sciences
 - Karen Mock, S.J. & Jessie E. Quinney College of Natural Resources
 - Roland Squire, Registrar's Office
 - Nathan Straight, Regional Campuses
 - Meeting Schedule: 2014-15
 - December 11, 2014, 2:00 - 3:30 pm, Champ Hall
 - January 8, 2015, 2:00 - 3:30 pm, Champ Hall
 - February 12, 2015, 2:00 - 3:30 pm, Champ Hall
 - March 12, 2015, 2:00 - 3:30 pm, Champ Hall
 - April 9, 2015, 2:00 - 3:30 pm, Champ Hall

- New Business
 - Records Holds Policy (Marci Smith, Registrar's Office; documents attached)
 - Grading Policy (Marci Smith, Registrar's Office; documents attached)
 - Academic Standing Policy (Marci Smith, Registrar's Office; documents attached)
 - Policies related to second majors in the same department ((Marci Smith, Registrar's Office)
 - Excused Absence Policy (additional documents attached)
 - Reference: <http://www.usu.edu/studentservices/studentcode/article5.cfm>
 - Reference: <http://student-rules.tamu.edu/rule07>

Old

Records Hold

A “Records Hold” will be placed on a student’s record when an outstanding financial obligation or disciplinary action has been reported.

When a “hold” is placed on a record, the following results may occur: (1) An official and/or unofficial transcript may not be issued; (2) registration privileges may be suspended; (3) other student services may be revoked. The “hold” will remain effective until removed by the initiating office. It is the student’s responsibility to clear the conditions causing the “hold.”

http://catalog.usu.edu/content.php?catoid=8&navoid=1650#Records_Hold

New

Records Hold

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When a “hold” is placed on a record, the following results may occur: (1) An official and/or unofficial transcript may not be issued; (2) [a diploma and/or certificate may not be issued](#); (3) registration privileges may be suspended; (4) other student services may be revoked. The “hold” will remain effective until removed by the initiating office. It is the student’s responsibility to clear the conditions causing the “hold.”

Old

Grading Policy

Grading is the main symbolic method of recording the evaluation of a student's academic performance. This academic evaluation is both the responsibility and the prerogative of the individual instructor. Where appropriate, the instructor may delegate authority but not responsibility in this matter. The instructor is the ultimate arbiter of grades in the course. All grades must be submitted within 96 hours after the final examination for the course.

The instructor of record of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, it may be changed upon the signed authorization of the instructor of record who issued the original grade. In case the instructor is not available, the department head has authority to change the grade. This applies also to the grade of Incomplete (I). A change of grade after more than one year also requires the signature of the academic dean of the college in which the course is offered.

The establishment of grading policy devolves on the Faculty Senate as the representative of the individual instructor. The Faculty Senate Committee charged with the establishment and review of grading policy is the Academic Standards Subcommittee of the Educational Policies Committee, which has student representatives, since students are directly affected by changes in grading policy. All matters regarding grading policy throughout the University shall, therefore, be referred to this subcommittee.

<http://catalog.usu.edu/content.php?catoid=8&navoid=1633>

New

Grading Policy

Grading is the main symbolic method of recording the evaluation of a student's academic performance. This academic evaluation is both the responsibility and the prerogative of the individual instructor. Where appropriate, the instructor may delegate authority but not responsibility in this matter. The instructor is the ultimate arbiter of grades in the course. All grades must be submitted within 96 hours after the final examination for the course, **excluding weekends**.

The instructor of record of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, it may be changed upon the signed authorization of the instructor of record who issued the original grade **or a request sent via the instructors USU email account**. In case the instructor is not available, the department head **or dean** has authority to change the grade. This applies also to the grade of Incomplete (I). A change of grade after more than one year also requires the signature of the academic dean of the college in which the course is offered.

The establishment of grading policy devolves on the Faculty Senate as the representative of the individual instructor. The Faculty Senate Committee charged with the establishment and review of grading policy is the Academic Standards Subcommittee of the Educational Policies Committee, which has student representatives, since students are directly affected by changes in grading policy. All matters regarding grading policy throughout the University shall, therefore, be referred to this subcommittee.

Academic Standing Policy

Continued enrollment at Utah State University is dependent upon an undergraduate student maintaining satisfactory academic progress toward attaining a degree. To assist students in maintaining satisfactory progress, Utah State University has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty, and to provide timely intervention through academic advising and academic support programs.

Academic standing at Utah State University is dependent upon the total number of credits a student has attempted, the student's semester grade point average (GPA), and the student's cumulative USU GPA.

Undergraduate students are placed on semester GPA warning, academic warning, or academic probation as a warning that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid suspension from the University. Students who are placed on semester GPA warning, academic warning or academic probation should immediately seek assistance in academic improvement from such sources as academic advisors, instructors, and the Academic Resource Center.

Good Standing

An undergraduate student is considered by the University to be in *good standing* when his or her semester GPA is 2.00 or higher and the USU cumulative GPA is 2.00 or higher. At the end of a semester, one of the following actions will be taken for students who began the term in good standing:

- Students will continue in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.00, **or**
- Students who have a semester GPA below 2.00, but maintain a USU cumulative GPA that is 2.00 or higher, will be placed on semester GPA warning, which will appear as a blank on the transcript, **or**
- Students will be placed on academic warning if the USU cumulative GPA falls below 2.00 and the cumulative attempted hours are less than 36 credits, **or**
- Students will be placed on academic probation if the USU cumulative GPA falls below 2.00 and the cumulative attempted hours are 36 credits or more.

Concurrent Enrollment Credit

Students who are taking courses through USU concurrent enrollment will not have academic standing noted on their transcripts until they have attempted 9 or more credits.

Semester GPA Warning

An undergraduate student with a term GPA *less than 2.00*, but whose USU cumulative GPA is 2.00 or higher, will be placed on semester GPA warning. Students **who are** on semester GPA warning, **but were in good standing the previous semester**, will NOT have this status designated on the transcript, but the academic standing will appear blank, rather than indicating good standing.

At the end of a semester, one of the following actions will be taken for students who began the term on semester GPA warning:

- Students will be placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.00, **or**
- Students will remain on semester GPA warning status, and the standing will be posted on the transcript, if the semester GPA is below 2.00 and the USU cumulative GPA is 2.00 or higher. (Note: For students who graduate at the end of the semester, the academic standing will appear as a blank on the transcript when graduation is closed out), **or**
- Students will be placed on academic warning status if the semester GPA is below 2.00, the USU cumulative GPA falls below 2.00, and the cumulative attempted hours are less than 36 credits.
- Students will be placed on academic probation if their semester GPA is below 2.00, the USU cumulative GPA falls below 2.00 and the cumulative attempted hours are 36 credits or more.

Consequences of Semester GPA Warning

The academic unit associated with the student's major has the authority to determine the consequences of semester GPA warning. These consequences may include one or more of the following, but are not limited to: placing a registration hold on a student's record, requiring a meeting with an academic advisor, and requiring the student to sign a contract. A contract may require specific actions to be taken by the student, and an expected level of performance in the classroom, in order for the student to continue in his or her current degree program. A contract may include, but is not limited to, things such as: meeting with an advisor in the Academic Resource Center, participating in a workshop, attending tutoring sessions, participating in supplemental instruction, taking specific courses and achieving a specified minimum grade, and meeting regularly with an advisor. Failure to fulfill the contract may lead to dismissal from a program of study.

The consequences outlined here are also applicable to students placed on academic warning or academic probation.

Academic Warning

An undergraduate student with less than 36 attempted hours and with a USU cumulative GPA of *less than 2.00* is placed on academic warning. An undergraduate student on semester GPA warning who has another consecutive semester with a semester GPA below 2.00, while retaining a USU cumulative GPA of 2.00 or higher, will be placed on academic warning, regardless of the number of credits attempted. Students on academic warning who complete all graduation requirements (which includes a cumulative GPA of 2.00 or higher) will have the standing in the last term changed from academic warning to semester GPA warning, which appears as a blank on the transcript. Academic warning serves as a reminder that future semesters with a GPA below 2.00 could result in more serious consequences.

At the end of the next semester of enrollment, one of the following actions will be taken for students who began the term on academic warning status:

- Students will be removed from academic warning status and placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.0, **or**
- Students will be placed on semester GPA warning status, and the standing will be posted on the transcript, if the semester GPA is below 2.00 and the USU cumulative GPA is 2.00

or higher. (Note: For students who graduate at the end of the semester, the academic standing will appear as a blank on the transcript when graduation is closed out), **or**

- Students will remain on academic warning status if they earn at least a 2.00 semester GPA, but the USU cumulative GPA remains below 2.00, and the cumulative attempted hours are less than 36 credits, **or**
- Students will remain on academic warning status if they earn less than a 2.00 semester GPA, but the USU cumulative GPA rises above 2.00, **or**
- Students will be placed on academic probation if the USU cumulative GPA remains below 2.00 and the cumulative attempted hours are 36 credits or more, **or**
- Students will be placed on academic probation if they earn less than a 2.00 semester GPA, and the USU cumulative GPA remains below 2.0.

Academic Probation

An undergraduate student with 36 or more attempted hours with a USU cumulative GPA of *less than 2.00* is placed on academic probation. A student with who is on academic warning and has a semester GPA of *less than 2.00* is also placed on academic probation. Academic probation serves as a warning to students that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid suspension from the University. Academic probation is an indication of *very serious academic difficulty* which may result in suspension from the University. Undergraduate students may be placed on academic probation as a result of either semester GPA, cumulative GPA, or both.

At the end of the next semester of enrollment, one of the following actions will be taken for students who began the term on academic probation status:

- Students will be removed from academic probation status and placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.00, **or**
- Students will be placed on semester GPA warning status, and the standing will be posted on the transcript, if the semester GPA is below 2.00 and the USU cumulative GPA is 2.00 or higher. (Note: For students who graduate at the end of the semester, the academic standing will appear as a blank on the transcript when graduation is closed out), **or**
- Students will remain on academic probation status if they earn at least a 2.00 semester GPA, but the USU cumulative GPA remains below 2.00, **or**
- Students will be placed on academic suspension if they ~~fail to~~ earn ~~less than at least~~ a 2.00 semester GPA, and the USU cumulative GPA remains below 2.0.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension.

A student in this situation, prior to making up the incomplete grade, may enroll in *only one* subsequent semester. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an *IF* grade would receive an *F* if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar's Office.

Excused Absences



Organizational activities that are held off campus or interfere with students' attendance at scheduled classes (the final examination period is considered part of the regularly scheduled class period) shall be regulated by the following:

1. For a competing group, one coached and financed by the University or USU/SA for the purpose of competing with groups from other universities and colleges:
 - The coach or supervisor of the competing group shall file a schedule of the semester's activities with the appropriate dean, director, or vice president at the beginning of each semester.
 - One week prior to an intended activity, the coach or supervisor should file a roster of the participating students with the appropriate dean, director, or vice president stating the details and times of the proposed absence.
 - Students should notify their instructors at least one week prior to any such planned absence.
 - Students absent from class while engaged in activities of the competing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.
2. For a performing group, one which has been required by an appropriate office of the University to appear before an audience:
 - The advisor or supervisor of the performing group shall file a schedule of the semester's activities with the appropriate dean, director, or vice president at the beginning of each semester.
 - A roster of the performing students, the names of the supervisors or advisors, and the details and times of the activity shall be submitted to the appropriate dean, director, or vice president one week prior to any such planned absence.
 - Students should notify their instructors at least one week prior to any such absence.
 - Students absent from class while engaged in activities of the performing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.
3. For USU/SA elected officers and their committee members, whose programs are financed by USU/SA for the purpose of administering the responsibilities of an USU/SA elected office:
 - Approval must be received from the appropriate director or vice president one week prior to the activity. Short leave-time requests may be initiated by the University President, Provost, or the Vice President for Student Services.
 - A roster of officers and their committee members, the name of the supervisor, and the purpose of an activity should be submitted to the appropriate director or vice president.
 - Students should notify their instructors at least one week prior to any such absence.
 - USU/SA elected officers and their committee members who are absent from class while engaged in USU/SA-related activities shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.
4. For a scheduled class group, one directed by a departmental instructor for the purpose of a scheduled class, or a student participating in an academic activity (e.g., presentation of a paper or participation in an experiment):
 - The instructor shall obtain approval from the academic dean, who shall concur that the activity is essential to the scheduled class group or student.
 - In no case shall the academic dean grant permission to a student to be absent from other scheduled classes. It is the student's responsibility to contact each instructor for his or her classes one week prior to any absence to discuss the intended absences.
 - Students shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

- In situations of conflict, it is appropriate to work with the department head and dean to resolve the matter.

5. For all other student organizations:

- A group registered by USU/SA shall submit to the Vice President for Student Services a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.
- All non-USU/SA groups shall submit to their advisors a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.
- A group granted permission to participate in an activity shall in no case be granted permission to be absent from classes by any person other than the class instructors.
- One week prior to an activity, students shall discuss the terms of intended absences with their instructors, who will decide what course of action should be taken.

6. For all students interviewing for professional school, graduate school or internships:

- The student shall obtain approval from their academic advisor, who shall concur that the interview is essential to the student.
- It is the student's responsibility to contact each instructor for his or her classes one week prior to any absence, providing documentation from the advisor.
- Students absent from class while attending such interviews shall be permitted to make up missed class work in a timely manner agreed upon by their instructors.

7. For all students assisting in university recruiting and university development sponsored by either college ambassadors or university ambassadors:

- The student shall obtain approval from his or her respective ambassador advisor, who shall concur that the scheduled event is required of the student.
- It is the student's responsibility to contact each instructor for his or her classes one week prior to any absence, providing documentation from the advisor.
- Students absent from class while attending such recruiting assignments shall be permitted to make up missed class work in a timely manner agreed upon by their instructors.

8. Although the University administration shall not grant excuses from classwork, it shall intercede when an instructor refuses to permit a student to make up work missed while engaged in a competing group, in a performing group, as an USU/SA officer or committee member, or in a scheduled class group. In such cases, the student may appeal to the department head, who shall, with the student's academic dean, intercede with the instructor for the student to make up missed work. The student may appeal to the Provost if necessary.

9. Upon request, the appropriate dean, director, or vice president shall supply to instructors and students verification for student absences for participation in a competing group, in a performing group, as an USU/SA elected officer or committee member, or in a scheduled class group.



7. Attendance

(Revised: 2014)

Introduction

The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. Instructors are expected to provide notice of the dates on which major exams will be given and assignments will be due on the course syllabus, which must be made available by the first class period. Graduate students are expected to attend all examinations required by departments or advisory committees as scheduled formally.

The School of Law requires regular and punctual attendance of students in all courses. Juris Doctorate (JD) students are not required to seek an excused absence from an instructor or equivalent, but students will be administratively dropped from a class for excessive absences as defined in the [School of Law Academic Standards](#). JD students are expected to take examinations as scheduled. Requests to reschedule an examination must be submitted to the Associate Dean for Academic Affairs in accordance with the process set forth in the [School of Law Academic Standards](#).

Students who are requesting an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code ([See Rule 24](#)).

Excused Absences

7.1 The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following: (⁴Muster)

7.1.1 Participation in an activity appearing on the university authorized activity list. ([see List of Authorized and Sponsored Activities](#))

7.1.2 Death or major illness in a student's immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, stepmother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student's academic Dean or designee.

7.1.3 Illness of a dependent family member.

7.1.4 Participation in legal proceedings or administrative procedures that require a student's presence.

7.1.5 Religious holy day. ([See Appendix IV.](#))

7.1.6 Injury or Illness that is too severe or contagious for the student to attend class.

7.1.6.1 **Injury or illness of three or more days.** For injury or illness that requires a student to be absent from classes for three or more business days (to include classes on Saturday), the student should obtain a medical confirmation note from his or her medical provider. The Student Health Center or an off-campus medical professional can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. The medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence.

7.1.6.2 **Injury or illness less than three days.** Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than three business days (to include classes on Saturday). At the discretion of the faculty member and/or academic department standard, as outlined in the course syllabus, illness confirmation may be obtained by one or both of the following methods:

- a. Texas A&M University Explanatory Statement for Absence from Class form available at <http://attendance.tamu.edu>.
- b. Confirmation of visit to a health care professional affirming date and time of visit.

7.1.6.3 An absence for a non acute medical service does not constitute an excused absence.

7.1.7 Required participation in military duties.

7.1.8 Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

7.1.9 Mandatory participation as a student-athlete in NCAA-sanctioned competition.

7.1.10 In accordance with Title IX of the Educational Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's physician. Requests for excused absence related to pregnancy should be directed to the instructor; questions about Title IX should be directed to the University Title IX Coordinator.

7.2 The associate dean for undergraduate programs, or the dean's designee, of the student's college may provide a letter for the student to take to the instructor stating that the dean has verified the student's absence as excused.

7.3 Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Section 7.1, or other reason deemed appropriate by the student's instructor. Except in the case of the observance of a religious holiday, to be excused the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. accident, or emergency) the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class. Accommodations sought for absences due to the observance of a religious holiday can be sought either prior or after the absence, but not later than two working days after the absence.

If needed, the student must provide additional documentation substantiating the reason for the absence, that is satisfactory to the instructor, within one week of the last date of the absence.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have a university approved excuse. The make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence.

7.4 The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

7.5 See [Part III, Grievance Procedures: 49. Unexcused Absences](#), for information on appealing an instructor's decision.

7.6 If the student is absent for excused reasons for an unreasonable amount of time during the semester, the academic Dean or designee of the student's college may consider giving the student a grade of W during the semester enrolled or a NG (no grade) following posting of final grades.

7.7 Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting through the head of the student's major department to the Dean or designee of the student's college.

¹ In accordance with Faculty Senate Resolution FS.14.101 (see Faculty Senate meeting minutes of Feb. 10, 1997), "faculty members are encouraged not to hold exams on the day of Muster. Any absence from classes beginning after 5 p.m. to attend Muster will be considered a university excused absence."



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